RESOLUTION NO. 41-2025

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF MANCHESTER ADOPTING A LONGEVITY PAY SCHEDULE

WHEREAS the City of Manchester Charter and Municipal Code and related pay policies establish City employee pay and benefits; and

WHEREAS the Safety and Finance Committees have reviewed existing pay and recommends adoption of a comprehensive longevity pay schedule and administrative procedures for the Fire and Police Departments of the city (see attached);

WHEREAS the Board of Mayor and Alderman deems it wise and advisable to adopt the longevity pay schedules attached to promote employee loyalty, fiscal responsibility, and equitable pay for the below listed employees;

It is therefore, RESOLVED, by the Board of Mayor and Alderman of the City of Manchester, Tennessee that:

Adoption of Longevity Pay Schedule. The longevity pay schedules for the Fire and Police Departments attached to this Resolution and incorporated herein by reference are hereby approved for both departments and approved for the following City employees and shall become effective: **retroactive to 7-1-25.**

Salary
Full-Time Hourly
Part-Time Hourly
Seasonal Hourly

Resolved this 2 day of September 2025.

Joey Hobbs, Mayor

Anthony Burrows, Finance Director

SECTION 4. PAYMENT METHOD

- Longevity pay will be included in regular biweekly payroll, and will be subject to applicable taxes and withholdings.
- It shall be treated as regular compensation for the purposes of calculating overtime, retirement contributions, and benefits eligibility.

SECTION 5. SERVICE CONTINUITY REQUIREMENT

- Service must be uninterrupted and consecutive, except in cases where the employee separates from service but does not cash out accrued benefits such as retirement or paid leave.
- In such cases, prior years of service shall be reinstated upon rehire, and longevity pay shall resume as if there were no break.
- Approved leaves of absence (e.g., military, medical, FMLA) shall not constitute a break in service.
- If benefits were cashed out at the time of separation, longevity accrual shall reset from the date of rehire.

SECTION 6. ADMINISTRATION

- The Fire Chief or designee shall be responsible for certifying eligibility and service time for each employee.
- The Human Resources Department shall implement payroll adjustments accordingly and maintain official longevity records.
- Funding for this policy shall be included in the annual department budget.

SECTION 7. EFFECTIVE DATE

This policy shall take effect upon approval by the Board of Mayor and Aldermen and shall apply to all qualifying service as of that date.

Presented By:

Roger Chambers

Manchester Fire & Rescue

Date: July 15, 2025

Proposed Longevity Pay Policy

City of Manchester, Tennessee

SECTION 1. PURPOSE

The purpose of this policy is to recognize and reward long-term, continuous service by certified law enforcement personnel within the Manchester Police Department. Longevity pay promotes employee retention, reinforces institutional knowledge, and honors the commitment of those who serve and protect our community with professionalism and integrity.

SECTION 2. ELIGIBILITY

This policy applies to:

- Full-time employees of the Manchester Police Department.
- Employees who have attained and maintained POST (Peace Officer Standards and Training) certification.
- Employees who have completed five (5) consecutive years of full-time service from the date of POST certification.

SECTION 3. LONGEVITY PAY STRUCTURE

Eligible employees shall receive longevity pay according to the following schedule:
Rate: $0.50 per hour added to the employee's base rate of pay for every five (5) years of continuous service from POST certification.

Years of Continuous Service	Longevity Pay Rate
0–4 Years	$0.00/hour
5–9 Years	$0.50/hour
10–14 Years	$1.00/hour
15–19 Years	$1.50/hour
20–24 Years	$2.00/hour
25+ Years	+$0.50/hour per 5 years

SECTION 4. PAYMENT METHOD

- Longevity pay will be included in the regular biweekly payroll and will be subject to applicable taxes and withholdings.
- It shall be treated as regular compensation for the purposes of calculating overtime, retirement contributions, and benefits eligibility.

SECTION 5. SERVICE CONTINUITY REQUIREMENT (CITY EMPLOYEE)

- Service as a City of Manchester employee must be uninterrupted and consecutive, except in cases where the employee separates from service but does not cash out accrued benefits such as retirement or paid leave.
- In such cases, prior years of service shall be reinstated upon rehire, and longevity pay shall resume as if there were no break in service.
- Approved leaves of absence (e.g., military, medical, FMLA) shall not constitute a break in service.
- If benefits were cashed out at the time of separation, longevity accrual shall reset from the date of rehire.
- Time of service will begin on the employee's original start date of employment with the City of Manchester, regardless of department.

SECTION 6. NEW HIRES WITH PRIOR EXPERIENCE

- Certified law enforcement officers hired by the Manchester Police Department may receive service credit.
- Credit shall be granted in one (1) year increments for each full year of prior POST-certified experience.
- The most recent academy completion date will be used for calculating eligible service.
- No credit will be given for time not spent in a certified law enforcement position.
- Time of service shall be determined at the discretion of the Chief of Police and the Human Resources Director.

SECTION 7. ADMINISTRATION

- The Chief of Police or designee shall be responsible for verifying eligibility and calculating service time for each employee.
- The Human Resources Department shall implement payroll adjustments accordingly and maintain official longevity records.
- Funding for this policy shall be included in the department's annual budget.

SECTION 8. EFFECTIVE DATE

This policy shall take effect upon approval by the Board of Mayor and Aldermen and shall apply to all qualifying service as of that date.

Presented By:

[Insert Name]

Manchester Police Department

Date: July 15, 2025